



Commonwealth of Massachusetts

Division of Fisheries & Wildlife

Wayne F. MacCallum, *Director*

LIP Application Checklist

The applicant must supply *MassWildlife* with 5 copies of each of the following: 1) LIP cover page, 2) LIP Management Plan, 3) Budget Form (with quotes from contractors) and 4) Required Map(s). Additionally, 1 copy of the following forms from the Comm-Pass website are required: 1) Taxpayer Identification Form (W)9, 2) Northern Ireland Notice, 3) Standard Contract Form, 4) Vendor Authorized Signature Verification Form, 5) Consultant Vendor Mandatory Submissions Form and 6) Terms and Conditions Form. **Any application that does not contain all of these documents will not be considered.** Any additional information that relates to the LIP Ranking Criteria should also be provided. Completed applications are due prior to the announced deadline posted in the RFR.

Forms from LIP website:

- ☐ Completed *LIP Cover Letter* (5 copies)
- ☐ Completed *LIP Management Plan* (Use Sample Management Plan format) (5 Copies)
- ☐ Completed *Budget Form* (including quotes from contractors) (5 Copies)
- ☐ Detailed *Map* showing property boundary and LIP Project Area. (5 Copies)

Forms from Comm-Pass website:

- ☐ Completed *Taxpayer Identification Form (W)9* (1 copy)
- ☐ Completed *Northern Ireland Notice* (1 copy)
- ☐ Completed *Standard Contract Form* (1 copy)
- ☐ Completed *Terms and Conditions Form* (1 copy)
- ☐ Completed *Vendor Authorized Signature Verification Form* (1 copy)
- ☐ Completed *Consultant Vendor Mandatory Submissions Form* (1 copy)

Please send the complete application materials to: **MassWildlife Landowner Incentive Program**, Attn: Ken MacKenzie, MassWildlife Field Headquarters, One Rabbit Hill Rd, Westborough, MA 01581.